

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Document Scanner Technician

Dept: City Manager

FLSA Status: Non-Exempt, Regular Part-time (10 hrs/week)

Reports to: City Clerk

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

This position scans City documents into the document management system.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Prepares, scans, and indexes documents into the city document management system.
- Researches GIS, Cityview, and King County databases for indexing values.
- Adjusts scanner operation based on an assessment of document quality; i.e., legibility, gray scale requirements, paper quality, document type and sizes.
- Assists users with the operation of the document management system.
- Identifies and reports problems with the equipment.
- Performs other duties as assigned.

Secondary Functions

- May provide receptionist services on an emergency basis.
- Serves on and participates in various employee committees.

Job Scope

Position involves a moderate degree of complexity with recurring work situations with occasional variations from the norm. Incumbent operates independently with minimal supervision from established and well known procedures.

Interpersonal Contacts

Contacts are normally made with others inside the organization. Contacts contain some discussion about confidential/sensitive matters.

Specific Job Skills

Knowledge of:

- Basic document scanning principles and procedures.
- Basic Microsoft programs including Word, Excel and Windows XP
- Basic knowledge of document formats such as jpg, tiff, and bmp

Ability to:

- Ability to learn document scanning principles and procedures.
- Exercise strong attention to detail.
- Perform repetitive tasks with accuracy.
- Type 35 words per minute.
- Meet deadlines.

- Provide quality customer service employing interpersonal skills such as tact, patience, and courtesy.
- Maintain effective relationships with others.
- Exercise individual initiative.
- Exercise discretion in confidential matters.
- Operate standard office machines.

Mental Activities:

Position requires continuous ability to understand, read, write and speak English; frequent decision-making, and independent judgment and/or action; occasional interpersonal skills, use of discretion, problem analysis; and rare teamwork, creativity, and performance of basic and advanced math.

Physical Activities:

Position requires continuous hearing and repetitive motions of hands and wrists frequent sitting, fingering, reaching, talking, and handling; occasional standing, walking, stooping, feeling, kneeling, and bending; and rare crawling, kneeling, climbing, and repetitive motions of feet. Must be able to lift 35 pounds and push, pull, and carry 20 pounds.

Education and/or Experience

Graduation from high school or equivalent. Experience working in an office environment is desirable.

Special Requirements

- Successful completion of background check.

Working Conditions

Work is performed in a busy office environment, which is oriented to public service and may be subject to some work interruptions. The noise level in the work environment is usually moderate. Position may require travel to attend seminars and training.

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